

## RECORDS RETENTION SCHEDULE

6encat 25383

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Health Services		(2) AGENCY BILLING CODE 83124		(3) PAGE 1 OF 9 PAGES	
(4) DIVISION/ BRANCH/ SECTION Chronic Disease and Injury Control/ Cancer Control Branch/Cancer Surveillance Section		(5) ADDRESS 1700 Tribute Road, Suite 100, Sacramento, CA 95815			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER H06-04	(10) SCHEDULE DATE February 24, 2006	(11) NUMBER OF PAGES 9	(12) CUBIC FEET (Total Schedule) 168
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER H00-02	(14) APPROVAL NUMBER 00-017	(15) APPROVAL DATE (S) 02/04/00	(16) PAGE NUMBER(S) REVISED - 1 through 9
(17) MISSION/FUNCTIONAL STATEMENT : The mission of the Cancer Surveillance Section is to serve the public by collecting statewide data and conducting surveillance and research into the causes, controls, and cures of cancer and communicating results to the public. Note: CSS operates the California Cancer Registry (CCR) through a contract with the Public Health Institute (PHI). This schedule contains no vital records.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <b>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</b>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Johnnie Calton</i>		(19) TITLE Chief, Fiscal and Administrative Support Unit		(20) PHONE NUMBER 916-779-0320	(21) DATE SIGNED 3/27/06
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT ANALYST <i>Delmira Rosas-Pettit</i>		(23) CLASSIFICATION Associate Governmental Program Analyst		(24) NAME (Printed or Typed) Delmira Rosas-Pettit	(25) PHONE NUMBER 916-650-0190
				(26) DATE SIGNED 3-3-06	
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>		(28) APPROVAL NUMBER 06-057-3		(29) DATE SIGNED 3/20/06	(30) EXPIRATION DATE 3/20/2011
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>		(34) DATE SIGNED March 29, 2006			

06-057-3

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

**Fiscal and Administrative Support Unit**

1	3		Personnel Records (Includes but not limited to hiring paperwork, timesheets)	P		Active + 3 yrs.			Active + 3 yrs.	X I	Retention Criteria: Unit Chief policy, unless otherwise noted.  Destruction Criteria: Non-confidential waste paper recycle, unless otherwise noted.  Active until employee transfers or leaves state service. Then retain for three more years.  Exempt from disclosure to the public per the Public Records Act, Section 6250 et seq. Data subject may access per the Information Practices Act, Section 1798 et seq.  Destruction: Confidential shred.
2	3		Bill Analysis (Includes but not limited to cancer registry and confidentiality issues)	P		Active + 5 yrs			Active + 5 yrs		Active until determined that records are no longer needed. Then retain for five more years.
3	10		CCR Contract Files/Request for Proposals/Amendments	P		Active + 3 yrs.			Active + 3 yrs.		Active until contract expires. Then retain for three more years.
4	1		Purchase Orders/Invoices	P		Active + 1 yr.			Active + 1 yr.		Active until contract expires. Then retain for one more year.
5	1		Legislative Issues (Includes but not limited to legislative proposals, cancer legislative issues)	P		Active + 5 yrs.			Active + 5 yrs.		Active until determined that records are no longer needed. Then retain for five more years.
6	49		PHI Contract Invoices, Purchases, Contractor Files	P		Active + 3 yrs.			Active + 3 yrs.		Active until contract expires. Then retain for three more years.

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ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
7	15		Working Files/Section Administrative Files (Includes but not limited to budget sheets, Interagency Agreements, travel, administrative drills)	P	Active + 2 yrs.				Active + 2 yrs.		Active until contract expires. Then retain for two more years.
8	10		Special Research Records/Chief's Archives	P	Active + 5 yrs.				Active + 5 yrs.		Active until determined that records are no longer needed. Then retain for five more years.
			<b><u>Data Standards and Quality Control Unit</u></b>								
9	2		Personnel Records (Includes but not limited to hiring paperwork, timesheets)	P	Active + 3 yrs.				Active +3 yr.	XI	Same as item 1.
10	8		Historical Records, Meeting Minutes/Notes (Includes but not limited to conference agendas, audit findings)	P	Active + 3 yrs.				Active + 3 yrs.		Active until contract expires. Then retain three more years.
			<b><u>C/Net (Online Cancer Reporting Network) Unit</u></b>								
11	1		Personnel Records (Includes but not limited to hiring paperwork, timesheets.)	P	Active + 3 yr.				Active +3 yr.	XI	Same as item 1.
12	6		Data Standards (Reporting Cancer in California Volumes for data reporting requirements)	P	Active + 3 yrs.				Active + 3 yrs.		Active until contract expires. Then retain for three more years.
13	4		Cancer Case Data Records	P	Active + 5 yrs.				Active + 5 yrs.		Active until contract expires. Then retain for five more years.

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						OFFICE	DEPT.	SRC	TOTAL		
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			<b><u>Research and Surveillance Program</u></b>								
14	10		North American Association of Central Cancer Registries Files and Conferences	P	Active + 3 yrs.				Active + 3 yrs.		Active until contract expires. Then retain for three more years.
15	18		Cluster Studies and Linkage Files	P	Active + 5 yrs.				Active + 5 yrs.		Active until determined that records are no longer needed. Then retain for five more years.
16	2		Personnel Records (Includes but not limited to hiring paperwork, timesheets)	P	Active + 3 yr.				Active +3 yr.	XI	Same as item 1.
17	2		Geo-coding and Mapping Information	P	Active + 3 yrs.				Active + 3 yrs.		Active until contract expires. Then retain for three more years.
18	8		Articles Using Cancer Data, Report Notes, State Reports	P	Active + 5 yrs.				Active + 5 yrs.		Active until determined that records are no longer needed. Then retain for five more years.
19	2	NOTIFY ARCHIVES	Media/Education, Fact of Month Articles, Presentations	P	Current				Current		Current until determined that records are not longer needed.
20	2		Laws, Regulations and Subpoenas from the Contract for the California Cancer Registry	P	Active + 3 yrs.				Active + 3 yrs.		Active until contract expires. Then retain for three more years.
21	2		Program Laws, Grant Applications and Awards	P	Active + 3 yrs.				Active + 3 yrs.		Active until contract expires. Then retain for three more years.

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22	6		Centers for Disease Control and Prevention Block Grant, Cancer Incidences, Projections, Linkage Research  <b><u>Survey Research Group Unit</u></b>	P		Active + 3 yrs.			Active + 3 yrs.		Active until contract expires. Then retain for three more years.
23	4		Personnel Records (Includes but not limited to hiring documents, timesheets)	P		Active + 3 yr.			Active + 3 yr.	XI	Same as item 1.
24	4		Software Documentation Files for telephone interview surveys	P		Active + 3 yrs.			Active + 3 yrs.		Active until contract expires. Then retain for three more years.
25	8		Contracted Special Project Files (Includes but not limited to Behavior Risk Factor Survey BRFS, Woman's Health Survey WHS)	P		Active + 3 yrs.			Active + 3 yrs.		Active until contract expires, then retain for three more years.
26	2		Chronological Files, Letters, Memos (Includes but not limited to letters to participants of BRFS/WHS surveys)  <b><u>Miscellaneous</u></b>	P		Active + 3 yrs.			Active + 3 yrs.		Active until contract expires. Then retain for three more years.
27	8		Microfilm/Compact Disks of Death Certificates	M		10 yrs.			10 yrs.	XI	Exempt from disclosure to the public per the Public Records Act, Section 6250 et seq. Data subject may access per the Information Practices Act, Section 1798 et seq.  Destruction: Confidential shred.

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						OFFICE  (43)	DEPT.  (44)	SRC  (45)	TOTAL  (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

28	1		<b><u>Records Management</u></b>	P		Current			Current		<p>Department of General Services (DGS) recommended retention period.</p> <p>Retain as current until revised, superseded or rescinded.</p> <p>Note: Although revision is required every five years by DGS, records retention schedules that are not revised remain in effect but are considered non-current.</p>
			Records Retention Schedule								
			Word Master of Records Retention Schedule								
29	1		Record Management Reports and Related Files	M		Current			Current		Same as item 28.
30			<b><u>Electronic Files (applies to entire schedule)</u></b>	P							
31			Transitory E-mail	M							
											<p>Transitory E-mail consists of messages that are created primarily for the communication of informal information.</p> <p>Destroy transitory E-mail messages when they have served their purpose.</p>

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32	Total Cubic Ft. = 168		Electronic Administrative Files – Word/Excel/Visio/E-mail (includes but not limited to, Organizational chart, duty statements, chron files, contract correspondence, Administrative drills, budget and personnel documents )	M		Active + 2 yrs.			Active + 2 yrs.		Active for two years and then delete from computer.
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06-057 a)

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Discontinued Record Items from  
Previous Schedule:  
Records Retention Schedule # – H00-02  
Approval # – 00-017

Item 3 – Contract amendments – purged

Item 7 – Director's contract files - purged

Item 11 – Contract negotiations, RFPs,  
Legislative Issues – purged

Item 12 – DHS forms, Admin letters &  
memos – combined with other items

Item 14 – Regional historical files,  
Region #1-5, site visits – purged

Item 15 – Gen. Correspondence - purged

Item 17 – Regional Data files – purged

Item 18 – Gen. Correspondence files –  
purged

Item 19 - Personnel Files - purged

Item 20 – Gen. Correspondence files –  
purged

Item 24 – Personnel Files – purged

Item 25 – Data Dictionaries – purged

Item 26 – Cancer Case Runs

Item 27 – Regional site visits – purged

Item 28 – SEER user data files - purged

Item 29 – Information materials from  
seminars - purged



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Item 33 – Data files, research projects –  
purged

Item 37 – Special project files, data and  
statistical projections – purged

Item 38 – Epi. teleconferences, RASP  
meetings, CARCCR meetings, Cancer  
Research Project activities – purged

NOTE: Some Unit names have changed since  
previous schedule. See below for changes:

1. CMTS is now Fiscal and Administrative Support
2. DSA is now Data Standards and Quality Control
3. CATI is now Survey Research Group

\* Provide total of office and departmental